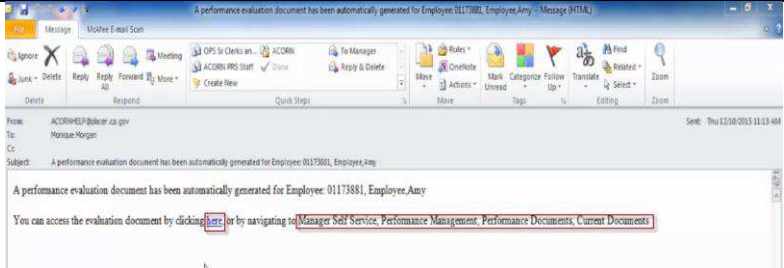
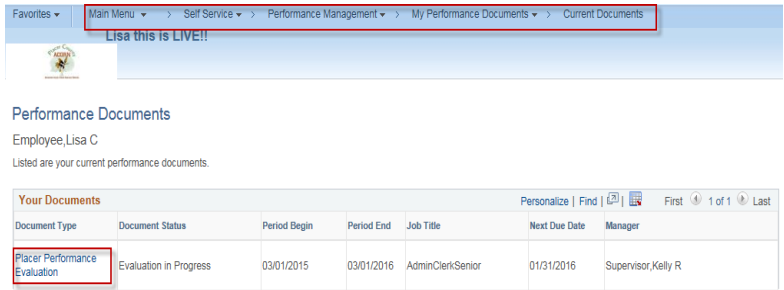

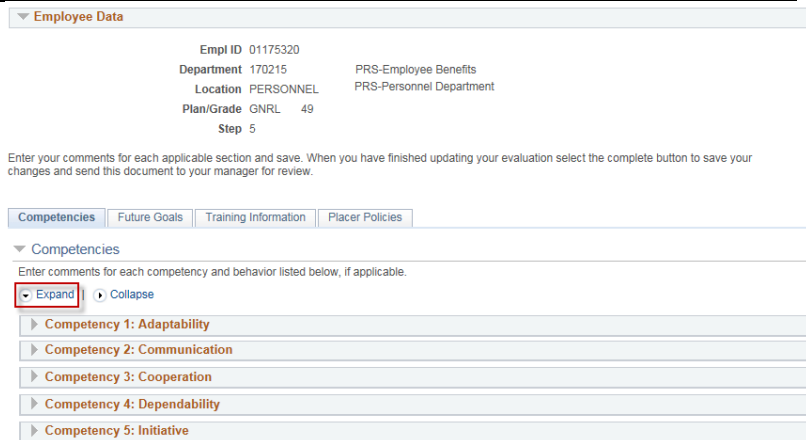


Navigation: Main Menu>Self Service>Performance Management>My Performance Documents>Current Documents	
Instructions	ACORN Page
<p>PURPOSE: Employees have an opportunity to contribute to their performance evaluation by optionally completing a self-evaluation within ePerformance. Employees can provide commentary which is specific to their job competencies and recommend future goals. In addition, Employees can review their Training Information with Placer County. IMPORTANT – Please ensure you clear your cache and cookies and that your browser settings are correct prior to starting an evaluation. Please email ePerf@placerco.ad if you are unsure where to find the most recent browser settings documentation. IF YOU DO NOT PERFORM THESE FUNCTIONS ePerformance MAY NOT WORK AS DESIGNED.</p>	
<p>1. Employee receives the email notification. Click on the link in the email or follow the navigation identified.</p>	
<p>2. Navigate in ACORN to Main Menu > Self Service>Performance Management> My Performance Documents > Current Documents. Select the "Placer Performance Evaluation" link.</p>	
<p>3. Here the Employee will see the current evaluation, with the rating period.</p>	

Employee Self Evaluation

4. Click on the Competencies tab. By expanding each of the Competencies. Employee can add narratives to each of the categories. To add comments for each competency click the "Expand" link to see all or click the arrow next to each competency (one by one).



Employee Data

Empl ID 01175320
 Department 170215 PRS-Employee Benefits
 Location PERSONNEL PRS-Personnel Department
 Plan/Grade GNRL 49
 Step 5

Enter your comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

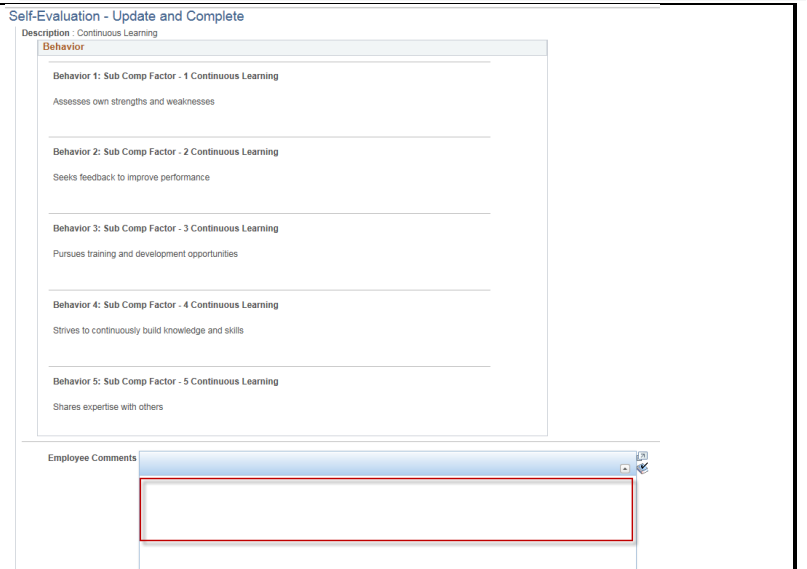
Competencies | Future Goals | Training Information | Placer Policies

Competencies

Enter comments for each competency and behavior listed below, if applicable.

- ▶ Competency 1: Adaptability
- ▶ Competency 2: Communication
- ▶ Competency 3: Cooperation
- ▶ Competency 4: Dependability
- ▶ Competency 5: Initiative

Note: The Employee will not be able to rate themselves.



Self-Evaluation - Update and Complete

Description: Continuous Learning

Behavior

Behavior 1: Sub Comp Factor - 1 Continuous Learning
Assesses own strengths and weaknesses

Behavior 2: Sub Comp Factor - 2 Continuous Learning
Seeks feedback to improve performance

Behavior 3: Sub Comp Factor - 3 Continuous Learning
Pursues training and development opportunities

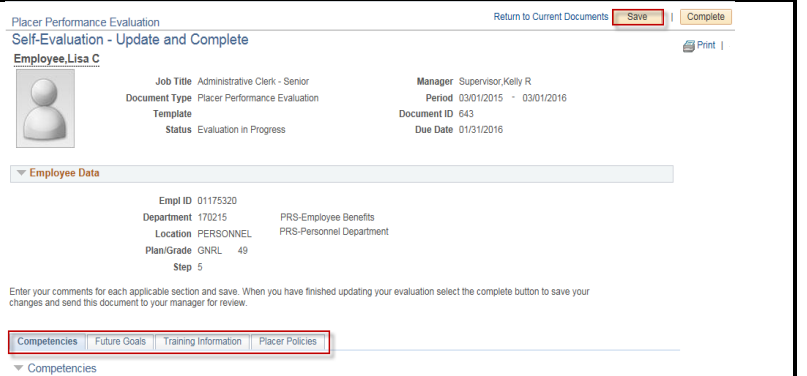
Behavior 4: Sub Comp Factor - 4 Continuous Learning
Strives to continuously build knowledge and skills

Behavior 5: Sub Comp Factor - 5 Continuous Learning
Shares expertise with others

Employee Comments

5. It is recommended to "Save" often. There is no auto save feature.

6. After reviewing each of the Competencies, navigate through the "Future Goals", "Training Information" and "Placer Policies" tabs.



Placer Performance Evaluation Return to Current Documents | Save | Complete

Self-Evaluation - Update and Complete Print

Employee, Lisa C

Job Title Administrative Clerk - Senior Manager Supervisor Kelly R
 Document Type Placer Performance Evaluation Period 03/01/2015 - 03/01/2016
 Template Document ID 643
 Status Evaluation in Progress Due Date 01/31/2016

Employee Data

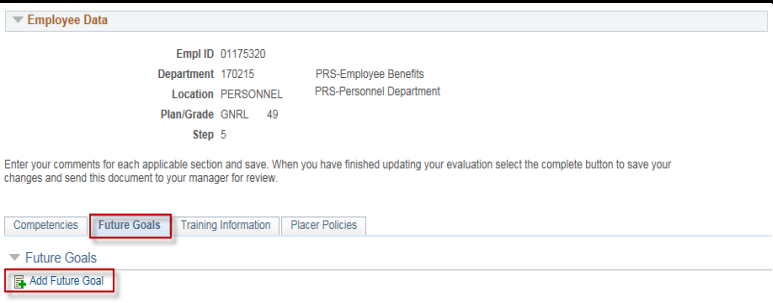
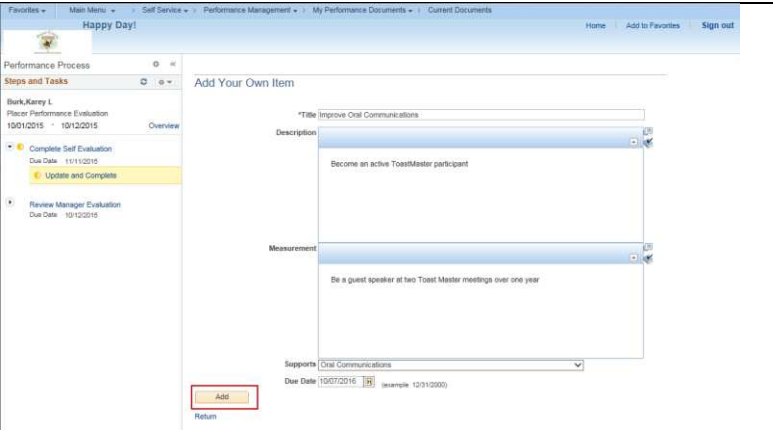


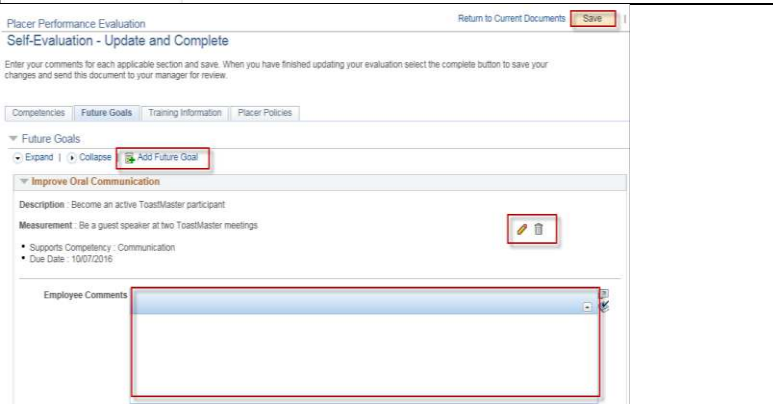
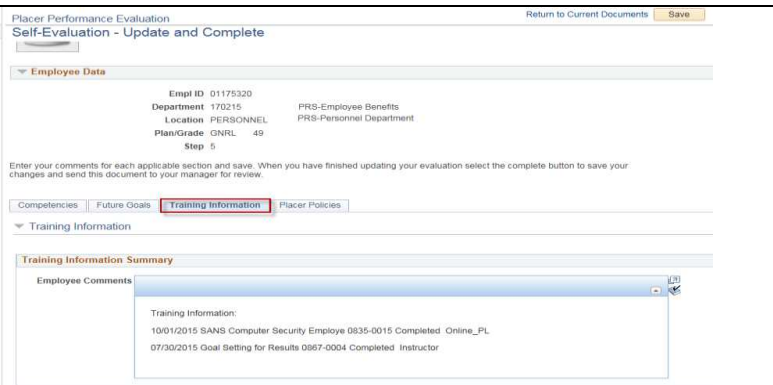
Empl ID 01175320
 Department 170215 PRS-Employee Benefits
 Location PERSONNEL PRS-Personnel Department
 Plan/Grade GNRL 49
 Step 5

Enter your comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Competencies | Future Goals | Training Information | Placer Policies

Competencies

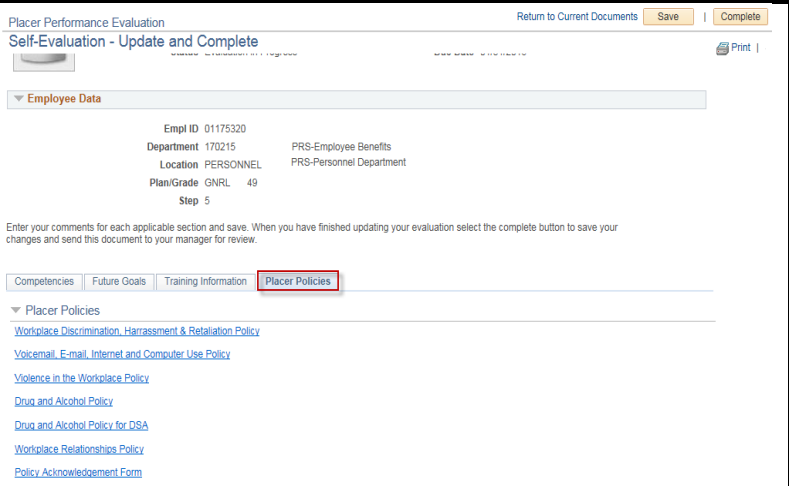
Employee Self Evaluation

<p>7. To add Future Goals click on the "Future Goals" tab, then click the "Add Future Goal" link.</p>	
<p>8. Enter a Title, Description, Measurement, and Due Date for your new goal and click the "Add" button.</p>	
<p>9. Your new Future Goal will be displayed under the "Future Goals" tab.</p> <p>10. To modify a future goal click  .</p> <p>11. To delete a future goal click  .</p> <p>12. To add additional Future Goals click on "Add Future Goal."</p> <p>13. You can also add comments for a given Goal in the "Employee Comments" section.</p> <p>14. Click the "Save" button to save changes.</p>	
<p>15. Select the "Training Information" tab. Identified in the "Employee Comments" section are all Placer County trainings attended by the employee during the current rating period.</p>	

Employee Self Evaluation

16. Select the "Placer County Policies" tab to review the County policies. The Employee must review the policies annually.

Note: When a document link is clicked, the actual document will be displayed in a new browser window. You can subsequently close the document window without effecting your current ACORN session.



Placer Performance Evaluation Return to Current Documents Save Complete

Self-Evaluation - Update and Complete Print

Employee Data

Empl ID 01175320
 Department 170215 PRS-Employee Benefits
 Location PERSONNEL PRS-Personnel Department
 Plan/Grade GNRL 49
 Step 5

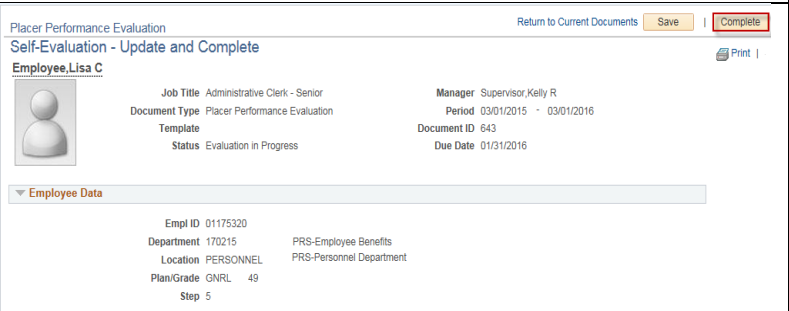
Enter your comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Competencies | Future Goals | Training Information | **Placer Policies**

Placer Policies

- [Workplace Discrimination, Harassment & Retaliation Policy](#)
- [Voicemail, E-mail, Internet and Computer Use Policy](#)
- [Violence in the Workplace Policy](#)
- [Drug and Alcohol Policy](#)
- [Drug and Alcohol Policy for DSA](#)
- [Workplace Relationships Policy](#)
- [Policy Acknowledgement Form](#)

17. Once the Employee is satisfied with their completed self-evaluation, click the "Complete" button.



Placer Performance Evaluation Return to Current Documents Save Complete

Self-Evaluation - Update and Complete Print

Employee: Lisa C

Job Title Administrative Clerk - Senior
 Document Type Placer Performance Evaluation
 Template
 Status Evaluation in Progress

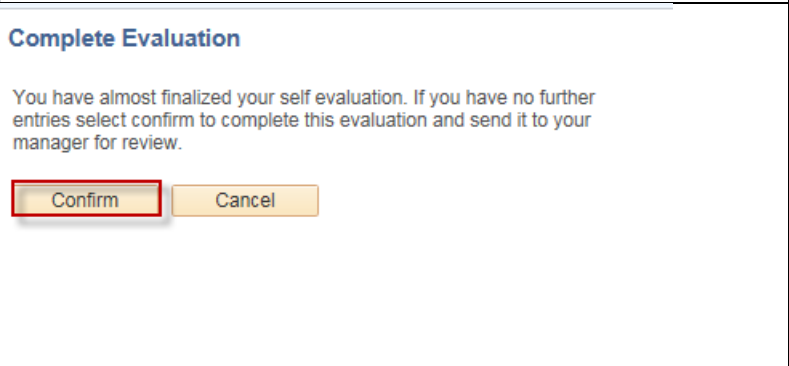
Manager Supervisor, Kelly R
 Period 03/01/2015 - 03/01/2016
 Document ID 643
 Due Date 01/31/2016

Employee Data

Empl ID 01175320
 Department 170215 PRS-Employee Benefits
 Location PERSONNEL PRS-Personnel Department
 Plan/Grade GNRL 49
 Step 5

18. A confirmation window will appear. Click the "Confirm" button to notify the Supervisor the Employee has completed their self-evaluation. Click the "Cancel" button if additional changes are needed to be made.

Note: No additional changes can be made to a self-evaluation once it is complete.



Complete Evaluation

You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.

Confirm Cancel